

Office of Travel and Tourism Industries (OTTI) – Order Form

You may fax your completed form to OTTI at (202) 482-2887.

Items marked with an “*” must be provided for an order to be placed

*Item Number	*Item Description	*Qty	*Unit Cost	*Total

Grand Total: \$ _____

Note: If you need additional room to list items, please use a separate page.

Mailing Information:

*First Name: _____ *Last Name: _____

Company: _____

*Address: _____
(Please include mailstop or room number)

*City: _____ *State: _____ *Zip/Postal Code: _____

*Country: _____

Contact Information

*Contact Telephone: _____ Contact Fax: _____

Contact E-Mail: _____

Please provide if you require us to email information.

(Note: Some older OTTI files are in Lotus 123 and will need to be converted.)

Billing Options: Please check the appropriate box for billing options

() Please invoice me, see below.

() I would like to pay using a credit card, I will call the (202) 482-0140 number after I have faxed this form and a few minutes have passed so the fax may be received and logged in.

() I would like to pay using a credit card, please call me.

Billing Information

Free Orders: Will be sent to you within 3 business days.

If you choose to be invoiced (payment by check), reports will be shipped within three business days upon receipt of check. Please make checks payable to the: **U.S. Department of Commerce**. Send your check to OTTI with a copy of this order form.

Mail payments to: International Trade Administration, Office Travel and Tourism Industries (OTTI), 1401 Constitution Avenue, N.W., Room 7025, Washington, DC 20230

If you choose to pay by credit card, reports will be sent to within 3 business days upon confirmation of your credit card. Our office accepts the following credit cards: Visa, MasterCard, Discover and American Express. Please contact our office at 202-482-0140 to pay via credit card. Our office accepts electronic payment for some data, please contact our office regarding it.

If you have any questions on this order form or on orders, please contact our office by e-mailing us at: info@tinet.ita.doc.gov or call us at (202) 482-0140.